

DATE: June 13, 2007

TO: Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Construction Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

John C. Friend
Engineer of Delivery

SUBJECT: Bureau of Highway Instructional Memorandum 2007-04
Final Estimate Procedure Update

The purpose of this memorandum is to describe changes in the final estimate procedure and the forms associated with it. The new distribution for Form 1386, Post Certification of Subcontract Compliance, is as follows:

- The prime contractor retains the original.
- The managing office maintains a copy for their files.
- The project engineer will submit a copy to the Contract Services Division as part of the final estimate package.

Managing offices are encouraged to provide the anticipated final payment information to contractors when they determine the final quantities and payment amounts. This will assist in the prompt processing of the Post Certification of Subcontract Compliance form.

The Final Estimate Package Memo, Form 1105, is revised as follows:

- The heading "Control Section and Job Number" is changed to "Contract ID".
- There is a final checkbox to indicate that a copy of the Post Certification of Subcontract Compliance, Form 1386, is attached.

Chief Operations Officer

Engineer of Delivery

BOHD:C/T:CDF:kab

Index: Estimates, Pay

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